

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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State Title: Financial Analyst II

Functional Title:

Job Posting: 13043

Monthly Salary: \$3894.25

Posting Date: 10/17/2012

Close Date: 10/31/2012

Section/Division: Air Quality Division Admin. Section/ Air Quality Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 0404

Job Description:

Assists in coordinating fiscal requirements of the Texas Emissions Reduction Program (TERP) of the Texas Commission on Environmental Quality (TCEQ). Assists in assigning and monitoring the work of fiscal unit staff. Represents the TERP fiscal program to executive management and other areas of the agency. Serves on special committees or work groups as assigned. Reviews and analyzes advanced reimbursement requests, provides technical assistance and consultative services to TERP grantees, and reviews the work of other staff to ensure accuracy and compliance with review procedures and contract requirements. Assists in oversight of the reimbursement process, payments, and of revenue tracking of all expenditures of the TERP grants program. Monitors and prepares fiscal reports for TERP, including the status of incoming funds, payments, reconciliations, and encumbrances. Completes reconciliations. Develops, implements, monitors, and evaluates policies and procedures to ensure the fiscal integrity of TERP. Coordinates with the Budget and Planning Division on monitoring cash flow; and with the Financial Administration Division to ensure funds and resources are used effectively. Develops and implements risk assessment policies and procedures. Conducts liaison responsibilities in monitoring function areas regarding on and off-site reviews of the financial records of TERP grant recipients.

Minimum Qualifications:

A bachelor's degree from an accredited college or university with a major in accounting, finance, economics, business, or a related field (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus three years of full-time experience in lending, credit analysis, financial analysis, budget analysis, or financial regulatory work. Completion of an internship in the areas listed may substitute for six months of the required experience.

OR Certification as a public accountant (CPA) plus two years of full-time experience in lending, credit analysis, financial analysis, or financial regulatory work.

Preferred Requirements:

Experience tracking financial information.

Experience working with contracts or grants.

Experience working with TERP budgets.

Special Requirements:

Moving up to 20 pounds of reports and files.

Traveling up to 10% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment.

Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ.

TCEQ will conduct a criminal history records search on candidates selected for posted vacancies.

Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Development (HRSD) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSD for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer